

**SHELTON ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE BOARD**

**REGULAR MEETING MINUTES
Tuesday, November 8, 2022**

SEDC Office, 25 Brook Street, Shelton, Connecticut

The following members of the Executive Board were present:

Robert Caponi	Bing Carbone	Patrick Carey
Martin Coughlin	Michelle Kawalautzki	Alberto Martins
Ruth Parkins	William Partington	Janice Sheehy

Also Present: Paul Grimmer, SEDC President. The meeting was called at 8:34 AM with a quorum.

ACTION ITEMS

APPROVAL OF MINUTES

A review of the minutes was conducted.

A motion was made to approve the August 9, 2022 monthly meeting minutes. No further discussion. Ruth Parkins Abstained. Approved as submitted. (MC/MK)

FINANCIAL REPORT

The Financial Report for the period ending October 31, 2022 was reviewed. Financial activities and updates were provided including;

1. An accounting of the SEDC's various financial accounts:
 - a. Cash Assets \$ 76,894.60
 - b. Receivables \$ 24,171.92
2. Total Assets of \$101,275.73 as of October 31, 2022
3. Income for the month of April was \$25,647.85 vs. Expenses of \$26,972.71
4. Excess Revenue (Expenses) - YTD – (12,671.13).

Motion to accept the Financial Report was presented; No Discussion. Approved as submitted. (MC/PC)

ACTIVE PROJECT / PROGRAM UPDATE

Star Pin (267 Canal Street) – Paul reported that the SEDC received the Bid Package from Tighe & Bond for the Star Pin Project. Paul Grimmer stated that he expects to receive the Community Relations Plan and the Alternate Brownfields Cleanup Alternatives report, both of which need to be reviewed and

approved by the US EPA before the project goes to bid. Tighe & Bond is also required to submit a new cost estimate for the proposed project.

Paul is gathering the front end of the bid specs which includes city requirements such as Invitation to bid, instructions to bidders, and CHRO Notification to bidders, etc. Once these items are collected, the entire package will be resent to the State DECD for review – and – then finally to bid. It is possible that the bid process could be held in December.

This part of the project has taken much longer than initially expected. Paul Grimmer stated that he will reach out to the firms principals in an attempt to move this along at a quicker pace.

Ascom Hasler (281 Canal Street) – Paul Grimmer stated that there were no major updates to the 281 Canal Street Project. He stated that he had not been there in a few weeks, however, the building was still being emptied and the owner was preparing the property for sale.

Axton Cross – Paul Grimmer stated that Primrose Development was still working toward a closing on the Samarius, Chromium Process and Axton Cross properties. Paul Grimmer and Neil Thurber (AECOM) have held multiple meetings with Ion Bank in order to help facilitate the property transfer. Paul Grimmer stated that all of the environmental reports for each of the four properties have been transferred over to the developer and the bank. Ion Bank, did ask for a “Letter of Reliance” from Neil Thurber (AECOM). Neil informed the bank that prepared a remedial action report upon which they can rely, however, he could not provide a letter of reliance on work that AECOM did not perform.

This conversation led to the Bank requesting a new Phase 1. Paul Grimmer mentioned this to the City’s administration and stated that there was funding in an existing US EPA Grant to pay for the Phase 1. It was indicated that this is not a city issue and that the Phase 1 should be commissioned and paid for by the developer.

ELUR’s – Paul Grimmer stated that he has received the Title Search for the Veteran’s Memorial Park. This information was submitted to AECOM about a month ago. Paul Grimmer stated that he would follow up with Neil Thurber and get a schedule for completion.

Canal Lock Park - Paul Grimmer reported BL Companies met with Mayor Lauretti and the selection committee last week. The meeting went very well. BL Companies is going to prepare a final proposal based upon the Mayor’s request focus on the historic preservation of the Canal Lock. With regards to the other aspects of the work, namely the environmental restoration of the Canal, Mayor asked for this to be included as part of a second phase of work. We would expect BL Companies to submit the proposal later this month and we will attempt to get the proposal approved at the December Aldermanic Meeting.

Small Cities Grant – Paul Grimmer stated that in mid/late October the Public Building and Infrastructure Committee made a recommendation to Mayor Lauretti for the hiring of an A&E Consultant to undertake the rehabilitation work at Sinsabaugh Heights. Mayor Lauretti accepted the recommendation and asked AEPMI to submit a proposal for this effort. A proposal in the amount of \$78,500 was received by AEPMI and the contract is slated to be approved by the City’s Board of Alderman.

With regards to the Sinsabaugh Heights Project, a Phase 1 has been conducted. We expect to receive the report within the next few weeks.

Housing Rehabilitation Program - Paul Grimmer stated that our first housing rehabilitation project was bid and a qualified bidder – True to Art – was selected. The bid was in the amount of \$14,384 was received and accepted. Paul Grimmer stated that he and Aleta are working with all parties to move the process forward.

Grant Applications – Paul Grimmer stated that he anticipated working was working on two grants for the city of Shelton. The CT DECD Community Challenge Grant is due October 7, 2022 and we expect to apply for funding to support the reconstruction of Canal and Wooster Street – including the Wooster Street Rail Crossing.

Affordable Housing Plan – The SEDC provided considerable support to the City of Shelton during the preparation of the City’s Affordable Housing Plan. Paul stated that he submitted an invoice in an amount of \$4,055, to the City for these services. Paul noted that this activity was not budgeted as part of the 2022 fiscal budget.

Diversity, Equity & Inclusion Policy – No discussion was held / no action was taken

Governance – Paul Grimmer that all members of the Board of Directors have agreed to stay on with the SEDC for another 3-year term. Also, all 12 members of the Nominating Committee have requested to stay on for another 1-year term. The committee discussed changing the Executive Committee meeting time to 8:15 AM from 8:00 PM. Paul distributed the proposed 2023 meeting dates. A discussion was held regarding meeting times and venues for the Annual Meeting.

ADJOURNMENT - The meeting adjourned at 9:25am. (MC/RC)